

Milk River Ridge School Student & Parent Handbook 2023- 2024



“In partnership with parents and community, Milk River Ridge School will provide a safe and caring environment for learning, celebrating the uniqueness of each individual, exploring and encouraging the development of distinctive talents, and creating self- motivated, lifelong learners.”

Milk River Elementary School/Erle Rivers High School 2023-2024 School Year Calendar



Aug-23				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Instructional Days 2 M-Th 2 F 2

Sep-23				
M	T	W	T	F
				1
H 4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Instructional Days 16 M-Th 14 F 4

Oct-23				
M	T	W	T	F
	2	3	4	5
H 9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Instructional Days 20 M-Th 17 F 3

Nov-23				
M	T	W	T	F
		1	2	3
6	7	8	9	10
H 13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Instructional Days 18 M-Th 16 F 2

Dec-23				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
H 25	H 26	H 27	H 28	H 29

Instructional Days 15 M-Th 12 F 3

Jan-24				
M	T	W	T	F
H 1	H 2	H 3	H 4	H 5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Instructional Days 14 1st Sem. M-Th 12 F 2
3 2nd Sem. M-Th 3 F 2

Feb-24				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
H 19	H 20	H 21	H 22	H 23
26	27	28	29	

Instructional Days 15 M-Th 13 F 2

Mar-24				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Instructional Days 16 M-Th 14 F 2

Apr-24				
M	T	W	T	F
H 1	H 2	H 3	H 4	H 5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Instructional Days 16 M-Th 14 F 2

May-24				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
H 20	21	22	23	24
27	28	29	30	31

Instructional Days 21 M-Th 17 F 4

Jun-24				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Instructional Days 18 M-Th 15 F 3

	Sem. 1	Sem. 2	Total
Instructional Days	87	91	178
Non-Instructional Days	15	7	22
Total Days	200		

Symbols Legend:

	First Day of School (1-12)
	Last day of 1st Semester
	First day of 2nd Semester
	Last Day of Classes (K-9)
	Last Day of School (Sr. High)
	PAT Grades 6, 9
	PAT & Diploma Exams
	Diploma Exam
	Report Card
	Planning for Student Support Day (All Schools) - no students

(schools have the ability to swap activities for Sept. 21 and 22)

	Division Wide Holiday - no students, no staff
	Division Wide Time Free From Instruction (TFFI) - no students
	Division Wide Teacher PD Day - no students (Sept 25 is a 1/2 day)
	Division Wide Teacher/Support Staff PD Day - no students
	Division Wide Unassigned Teacher Time - no students, no staff
	School Based Time Free From Instruction (TFFI) - no students
	School Based PD Day (All Schools) - no Students
	School Based PD Day, 1/2 day - No Students
	School Based Unassigned Teacher Time - no students, no staff
	School Based Parent/Teacher Interviews - no students
	School Based Parent/Teacher Interviews - after school

1st Sem.	M-Th	73	F	14
2nd Sem.	M-Th	77	F	14
Total Instructional Days		150	28	178

Elementary Jr. High	M-TH	F	
Total Instructional Days	140	27	17

Gr. 12 Diploma Exams	Jan.	Jun.	Achievement Exams	Gr. 9*	Gr. 6*
English LA 30-1 Pt. A	10		English Language Arts Part A	May 13	May 15
English LA 30-2 Pt. A	10		English Language Arts Part B	Jun. 10	Jun. 10
Social 30-1 Pt. A		12	Science	Jun. 12	Jun. 12
Social 30-2 Pt. A		12	Social Studies	Jan. 30	Jun. 11
English LA 30-1 Pt. B	23		Mathematics Part A	Jun. 12	Jun. 12
English LA 30-2 Pt. B	23		Mathematics Part B	Jun. 13	Jun. 13
Social 30-1 Pt. B		19			
Social 30-2 Pt. B		19			
Math 30-1		17			
Math 30-2		17			
Biology 30		25			
Physics 30		25			

APPROVED: February 10, 2023

Date	Holidays & Observances
September 4, 2023	Labour Day
September 30, 2023	National Day for Truth & Reconciliation
October 9, 2023	Thanksgiving Day
November 5, 2023	Daylight Savings Ends
November 11, 2023	Remembrance Day
December 25, 2023	Christmas Day
December 26, 2023	Boxing Day
January 1, 2024	New Year's Day
January 6, 2024	Epiphany
February 19, 2024	Family Day (Alberta)
February 22-23, 2024	Teachers' Convention
March 10, 2024	Daylight Savings Begins
March 29, 2024	Good Friday
April 1, 2024	Easter Monday
May 9, 2024	Ascension
May 20, 2024	Victoria Day
May 19, 2024	Pentecost
June 21, 2024	National Indigenous Peoples Day
July 1, 2024	Canada Day

MILK RIVER RIDGE STAFF

Administrator

Principal – Rachelle Miller

Vice Principal/LST - Kimberly Wright

Office Staff

Secretary – Karmen Douglas & Sheina Russell

Teachers

Rachelle Miller (HS iLearn, Shop/Foods)

Kimberly Wright (Grade 3-9, LST)

Erynn Gordon (Kindergarten)

Jessica Fletcher (Grade 1)

Sharalyn Patching (Grade 2)

Tyson Niwa (Grade 3-6 LA & PEW)

Kayla McPhillips (Grade 3-8 Math & Science)

Emily Kenney (Grade 3-6 Social & Science)

Dawson Strate (Middle English, HS CTS, MS CTF, Grade 6-30 PE)

Karen Ellert Garber (HS Biology, Gr. 8/9 Science, Gr. 9 Social, HS CTS)

Cory Grinton (High School English & Social)

Lance Booth (High School Science & Math)

Support Staff

Cheryl Stewart

Tracy Bakke

Ashley Thompson

Jodi Wills

Jody Swanson

Nyowa Leffler

Jaycee Wood

Amanda Hood

Danielle Shampaign

Librarian

Jody Swanson

Counsellors

Kimberley Shakespeare (FSLC)

Teraneal Ober (Family Connections Worker)

Garth Mouland (Career)

Lisa Sowinski (FNMI)

Heather Brantner (Off-campus)

Caretaker

Becky Toly

Principal's Message

Primary Goal

1. School Organization

- A. Admission to School
- B. Emergency Information
- C. School Activity Fees
- D. The School Day and Attendance Expectations

2. School Services

- A. Special Education
- B. Early Childhood Education
- C. Health – Theme 5 – Human Sexuality
- D. Physical Education
- E. Other Programs
- F School Library
- G. ChromeBooks/BYOD
- H. Student Services
- I. Communications
- J. Lockers
- K. Administration of Medication at School
- L. Injury at School
- M. Sick Room
- N. Reporting Student Progress
- O. Course Enrollment and Credit Completion
- P. Graduation Requirements
- Q. Final Examinations

- R. Awards Program
- S. Valedictorian
- T. Extra-Curricular Activities
- U. Inclement Weather
- V. Student's Council

3. Student Responsibilities and Guidelines

- A. Student Code of Conduct
- B. Student Pyramid of Discipline
 - In School Suspension
- C. Study Habits/Homework
- D. Study Periods
- E. Smoking
- F. Student Alcohol, Substance Abuse & Gambling
- G. Care of School Property
- H. Use of Telephone
- I. Lost & Found
- J. Student Vehicles at School
- K. Gym Regulations
- L. Student's Personal Property
- M. Noon Hours
- N. Bicycles
- O. Fire Drill Regulation
- P. Lockdown Procedures
- Q. Dances
- R. Communication Devices & Personal Electronics Guidelines

- S. Dress Code
- T. Animals on School Property
- U. Academic Dishonesty

4: Parent Information

- A. Parent/Community Involvement
- B. School Volunteers
- C. School Visitors
- D. Use of School Facilities and Equipment
- E. Public Complaints

Principal's Message

Dear Students, Parents, and Guardians,

I hope this letter finds you in good health and high spirits as we embark on another exciting journey of learning and growth in the upcoming 2023/2024 school year. As the principal of Milk River Ridge School, I am thrilled to welcome you all back to our close-knit educational community.

The theme we've chosen for this year, "Embracing Patience, New Ideas, and Change," reflects our commitment to fostering an environment that values adaptability, creativity, and the willingness to learn from both successes and obstacles.

Patience: In a world that moves at a rapid pace, cultivating patience is a valuable skill. We encourage our students to understand that meaningful learning takes time. Each student's journey is unique, and we're dedicated to providing the support and guidance necessary for them to flourish at their own pace. We have been patiently waiting for our new school and I am happy to report that the contractors are on schedule and things are happening. If you haven't taken the time to drive by the construction site I highly recommend you do so. I am super excited about the high ceiling in the gym.

New Ideas: Innovation thrives when new ideas are nurtured and explored. This year we're excited to introduce new teachers, a range of new teaching methodologies, and extracurricular activities that will empower students to think critically, solve problems creatively, and collaborate effectively. I invite you all to join us at the Welcome Back BBQ on September 14th from 5-6:30pm to meet the following new staff;

Mrs. Shampaign - Early Learning

Miss. Gordon - Kindergarten

Mrs. Thielen - Grade 1

Mrs. Patching - Grade 2

Miss. Kenney - Grade 3-6 Social & Science

Mr. Niwa - Grade 4-6 ELA & Physical Education and Wellness

Miss. McPhillips - Grade 3-7 Math & Science

Mr. Strate - Grade 7 ELA, Grade 6-12 Physical Education & HS Options

Mr. Grinton - English 8-12, Social 10-12

Mr. Booth - Science 10, Math 9-12, Physics 20/30 & HS Options

Mrs. Ellert-Garber - Biology 20/30, Science 7-9, Social 8, Math 8 & MS/HS Options

Mrs. Wright - Vice Principal, Learning Support Teacher, Grade 3 ELA, Social 7, MS Options

Mrs. Miller - Principal - Social 9, Elementary & Middle School Options

We also have the pleasure of welcoming two practicum students; Miss. Wurz and Miss. Kamieniecki from the University of Lethbridge.

Change: Change is a constant in life and education is no exception. As we adapt to new technologies, pedagogies, and global challenges, we must embrace change with an open mind. Together, we'll navigate these changes with grace and resilience, ensuring that our students are well-prepared for the dynamic world beyond our school walls. Additionally, our

hot lunch program is changing this year. We are happy to announce that we are partnering with Cody Lehner and The Grateful Grill for this year's program. More information to follow in the next few weeks but who is looking forward to the opportunity of accessing hot lunch Tuesday, Wednesday and Thursday?

I encourage all parents and guardians to actively participate in their child's education journey. Your support and involvement are integral to their success. We will continue to maintain transparent communication channels, including our regular weekly memos, parent-teacher conferences and updates on social media. This year both schools will have one website. Both previous school's website urls will take you directly to our combined page. Here you will find school information, and the school events/athletics calendar. [Erle Rivers High School and Milk River Elementary School](#)

In closing, I extend my deepest gratitude to our dedicated faculty and staff, without whom our school's achievements would not be possible. To our students, I am confident that this year holds boundless opportunities for growth, discovery, and fulfillment.

Let us approach this new school year with enthusiasm, patience, and a shared commitment to embracing new ideas and change. I look forward to seeing our students thrive, our educators innovate, and our school community prosper.

Here's to a remarkable 2023/2024 school year!

Warmest regards,

Rachelle Miller

Primary Goal

It is important for students, parents, and teachers to keep sight of our main purpose: to achieve a level of Literacy and Numeracy proficiency, which will lead to increased success in future grades and will enable Graduates of Milk River Ridge School to succeed at the Post-Secondary level. Milk River Ridge School offers a full program that places a strong emphasis on academic achievement in the core subjects at all levels. Student attendance is extremely important.

School Organization

A. Admission to School: Early Learning, Kindergarten and Grade 1

Children with special needs may be eligible for early entry. Children who have reached the full age of four years, on or before the last day of February in the year following school opening, may be admitted to an Early Learning program. Children who have reached the full age of five years, on or before the last day of December in the year following school opening, may be admitted to Kindergarten. Children who have reached the full age of six years on or before the last day of February in the year following school opening, may be admitted to Grade 1.

B. Emergency Information








Milk River Ridge School requires that an emergency address and telephone number, other than the home address and telephone number, be on file at the school. The information will only be used in the event of an emergency when parents cannot be reached. **If there is a change in this emergency information, please notify the school to update records.**

C. School Activity Fees:

As the Alberta government has stipulated that parents will not be charged school fees, Milk River Ridge School will not be requiring students to pay any fees for textbooks or photocopying. Students are still required to purchase and bring the school supplies required per grade, as outlined on the school website. Please note: all textbooks are supplied by the school with the assigned textbooks becoming the responsibility of each student. If a book is damaged beyond normal wear, or is lost, the student will be assessed a replacement cost of the book.

Students who are enrolled in any CTF/CTS course (Shop, Home Ec, or Art) will also be required to pay \$50 per student per CTF/CTS course. This cost helps supplement the purchase of additional materials students need such as wood, nails, cloth, paint etc. Please note: if students construct larger CTS/CTF projects, and material costs are above the fees set by the teacher, then the student is responsible for paying the difference in advance of undertaking the project.

Students who are enrolled in extracurricular sports will be required to pay per sport to help supplement any league fees, uniform fees, and tournaments.

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Golf 										
X- Country 										
Volleyball 										
Basketball 										
Badminton 										
Track/Field 										
Slo-Pitch/ Baseball 										

Please see payment breakdown below:

Sports Fees

***All sports fees must be submitted, or payment arrangements made,
before students may participate in the sport.***

Volleyball Tier 2: \$100 Tier 1: \$100 Senior: \$210		Basketball Tier 2: \$110 Tier 1: \$110 Senior: \$260	
Baseball Senior: \$210		Slo-Pitch Senior: \$150	
Golf: \$80	Curling: \$80	Badminton: \$35	Track & Field Jr. High: \$30 Sr. High: \$35
Provincial Fee: \$200 (any player attending provincials)			
*\$150 Uniform Caution Fee – returned when uniform is returned. ONE CHEQUE/player can be submitted for more than one sport. *Prior to using the caution fee funds consultation will take place.			

Also, in order to provide a high quality education to our students, student fees for course materials in Art, Home Ec, Shop, etc. as well as fees to help with league fees, uniform fees, etc. will be collected so that the resources are available for the student to use. Though we highly encourage parents to pay for these resources up front, we do recognize that some cannot. If this is the case, please talk with our secretary, Karmen Douglas, to put a plan in place.

Students with an outstanding balance will have an invoice sent home at the end of each semester. Students in their graduating year will need to have a balance of \$0.00 outstanding in order to attend their graduation banquet and ceremony.

Chromebooks:

Students, in grades 2 to 12, will each be issued a Chromebook. This small laptop connects online so students can work on projects, and do school related work. In order for students to receive a Chromebook, the parents must fill in the paperwork sent home at the beginning of each school year. Once we receive the forms back, a Chromebook will be issued to the student, which he/she then brings to class. Grade 7-12 students are able to take home their chromebook but must bring them back the next day charged and ready for class. If this becomes a problem, privileges to take home will be removed. Once the Chromebook is returned in June, it will be tested. Please be advised that Horizon School Division, its faculty/staff are NOT responsible for any damaged, missing, or stolen electronic devices.

If the Chromebook won't turn on, and/or is broken or damaged, we will ask our IT department to take a look at it. If any repairs are required, an invoice will be sent home to cover the repairs. Once the repairs have been paid for, a temporary device will be issued until their original one is fixed.

NOTE: Any defacing of the Chromebook – stickers, drawings, etc. – may result in a charge to repair if damage happens. This will be determined by the Horizon IT team at the Division level.

D. The School Day and Attendance Expectations:

Milk River Ridge School believes that regular and punctual attendance is a critical factor in the educational success of students. The responsibility for regular attendance lies with the student and the parent. Students must also accept the consequences of their actions should they choose not to accept this responsibility. Students have an obligation to contribute to, as well as benefit from, the learning experience. Irregular attendance curtails a student's ability to contribute, and often hinders the progress of the class. Parents are encouraged to have high expectations for attendance and to resist excusing students for anything other than those reasons deemed excusable in the School Act.

Semester 1 runs from August 30, 2023, to January 26, 2024. Semester 2 begins January 29, 2024, and runs through to June 26, 2024.

School starts at 8:30 am and finishes at 3:25 pm, Monday to Thursday, and 8:30 am to 12:05 pm on Fridays. The doors to Milk River Ridge School will not be opened until 8:15 (fifteen minutes before school starts). Supervision does not start until 8:15 am. We ask that you do not send your students prior to 8:15 - for their safety. In the event of an emergency, the front doors will be open. Morning supervision, on the playground, runs from 8:15 – 8:25. Homeroom for elementary students only will be from 8:25 – 8:30.

Kindergarten - Grade 6 students will remain at school for the duration of the lunch break, from 12:05 – 12:35. Grade 7 - 12 students can leave school grounds during lunch if the parents have filled out and submitted their forms to the office. This allows the student to leave the school and have lunch off the school grounds. In this case, the student will return to school 5 minutes before their next class starts. This is to ensure all students are accounted for in case of an emergency.

A parent can always call the school, or send a note, that gives permission for a student who normally eats at school, to eat off campus for the day or for a student

who normally eats off campus, to eat at the school for the day. We are flexible, but in case of an emergency, we need to ensure the safety of all students and need to know where they are, especially during recess and lunch.

Excused Absences/Lates

The only excusable absences/lates, according to the School Act, are those related to the student's health, religious holidays, suspensions from school and field trips. Milk River Ridge School recognizes that students may be absent/late for other legitimate reasons. Excusable absences/lates beyond those stated will be at the discretion of the principal.

Students are required to have their parents or guardians clear an absence for the following school day. Absences can be cleared by parents calling/emailing the **SCHOOL OFFICE** or by the student bringing a note from his/her parents to the office. Often students have more than one teacher and providing information to the office ensures that all teachers are notified and it is put into our attendance system. Failure to have an absence cleared means that the student was truant. **We will continue to utilize the School Messenger system to call home when students have unexcused absences or lates. In order to avoid having these phone calls, communication with school staff is important.**

Unexcused Absences/ Lates

All absences that are unverified by a parent/guardian will be considered unexcused.

The most common reason for an unverified absence is that a student has arrived late for a class and did not ensure that the absence was changed to a late. It is a STUDENT'S RESPONSIBILITY to ensure the record is accurate BEFORE leaving class. Once again, appropriate communication with staff members is important.

Being punctual is an important life skill. We expect students to learn this skill and by being punctual for their classes. This means that students shall be in class, with their appropriate supplies, prepared to commence learning activities when the bell rings signaling the beginning of the instructional period. _

An unexcused late between classes can be avoided by having a conversation with the teacher prior to leaving the classroom so that they are informed in advance that they may be late.

Students must be in attendance at school on the day of special events or team sports events. Absent students will not be allowed to participate in the function even if it is outside of school hours.

In the case that a student's lack of punctuality becomes a chronic issue, a parent meeting with the course teacher and administration will occur.

Procedure for Chronic Absenteeism/Lates:

- 3 absences/lates (beyond school event absence/late) will result in notification being emailed home and a teacher will make contact with parents of attendance concern.
- 5 absences/lates (beyond a school event absence/late) will result in a parent meeting with the course teacher and administration to discuss the creation of a plan for student success.

If personal leave from school is needed for any reason, especially for long durations ~ such as a trip abroad ~ parents must inform the school and each teacher, at least 3 days in advance, so that arrangements can be made for missed work. This way the student won't be too far behind when he/she returns.

If a student will be away from the school, please phone the school at 403-647-3665 to let us know. If we have not received a phone call, text, note or email, we will call to check on the student who is absent.

Timetable for Milk River Ridge School 2023/2024

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1		Warning bell @ 8:25 ERHS/MRES 8:30 - 9:12				1 8:30-9:20
2		ERHS/ MRES 9:12 - 9:54				2 9:22-10:12
ERHS Break 9:54 - 9:59 MRES Recess 9:54 - 10:06						
3		ERHS 9:59 - 10:41 MRES 10:06 - 10:41				Break 10:12-10:23
4		ERHS/MRES 10:41 - 11:23				3 10:23-11:13
5		ERHS/MRES 11:23 - 12:05				4 11:15-12:05
ERHS Lunch 12:05-12:45 MRES Lunch 12:05 - 12:20 Recess 12:20 - 12:35						
6		ERHS 12:45 - 13:27 MRES 12:35 - 13:27				
7		ERHS/MRES 13:27 - 14:09				
8		ERHS 14:09 - 14:51				
ERHS Break 14:51 - 14:56			MRES Recess 14:09 - 14:21			
9		ERHS 14:56 - 15:25	MRES 14:21 - 14:56			
			MRES 14:56 - 15:25			
			Dismissal @ 15:25			

School Services

A. Individual Program Plan (IPP)

Programs are offered for grades K - 12. Teachers work together to identify students with special needs, and to develop individual programs for them. An Individual Program Plan (IPP) is written for each student and each program is developed with the participation of the student's parents and/or guardian, who must approve the program prior to implementation.

B. Early Childhood Education

Milk River Ridge School offers an Early Learning and Kindergarten program. Both programs value that children learn through play. Through hands-on experiences with a variety of materials and people, children form the basis for future abstract learning. "Through organized activities and purposeful play, children explore and experiment with their environment." (Alberta Education, 2005) The Kindergarten and Early Learning programs are committed to the philosophy and goals of Alberta Education as set out in the Kindergarten Program Statement. Our program's goal is to develop the whole child (re: social, emotional, physical, intellectual, creative).

C. Health - Theme 5 - Human Sexuality

Milk River Ridge School provides instruction in human sexuality in accordance with the mandated Alberta Education Program of Studies. Instruction in human sexuality is incorporated into the Health program as one of the themes designed to help students acquire knowledge and develop skills and attitudes that will enable them to live healthy lives. A unit on human sexuality is also an optional module in the Career and Life Management program in Grade 10, which is a required course for all high school students. Parents who do not wish to have their child participate in the unit may have their child excused from instruction, without prejudice. Health 8 and Biology 30, human reproduction covers topics that include STD/STI, contraceptives and choices, and an in-depth study of human anatomy.

D. Physical Education

Physical activity is very important for good learning, and is beneficial in encouraging a healthy lifestyle; therefore, an emphasis is placed on physical activity at Milk River Ridge School. Students in grades one through nine participate in Phys. Ed. five periods a week; Students in senior high school are required to take Physical Education 10, for three or five credits, in order to achieve their diploma requirements.

All students are required to wear clean non-marking runners that will only be used inside the gym and school and appropriate clothing such as shorts,

sweats, and T-shirts.

E. Other Programs

At Milk River Ridge School, we try to recognize the varying abilities and interests of students through the Knowledge and Employability Program (K & E), work experience opportunities, Green Certificate program, language classes, computer classes, iLearn courses, Foods and Industrial Arts programs, and other Career and Technology Studies (CTS/CTF). Through both CTS and CTF courses, students will explore the many challenges of modern society, develop daily living skills, and prepare to participate in a flexible, well-qualified workforce.

F. School Library

The school library is open for students during their lunch break. Students must have permission from the librarian to be in the library other than during class time. It is important for students to remember that the library is a flexible, learner centered space for collaboration, inquiry, imagination and play as well as a quiet area for work and study.

Library Guidelines:

- a. most books are on a 1-week sign-out period
- b. all books must be checked out by the librarian or a supervising teacher.
- c. lost library books are the responsibility of the student and replacement costs will be assessed to the responsible student.

Behavioral Expectations in the Library:

In order to best maintain a positive, quiet, learning atmosphere, the following rules are in place:

- a. the overall atmosphere must be quiet and not disturbing to others.
- b. all magazines, encyclopedias, and reference books should be returned to their proper places.
- c. chairs should be pushed in properly at the end of class.
- d. all garbage should be placed in waste basket
- e. no food or drink is allowed in the library
- f. students in the library must be working, studying, or reading. Students visiting the library at lunch or spares must be respectful of any classes using the space at the same time.

The School Library is an important asset for teachers and students. It incorporates the library collection, from which students can choose from a vast selection of books to read and borrow at their reading level. The school Librarian is an amazing resource, and will help students find books related to student interests and help find materials and resources students may need for a school project.

G. ChromeBooks/Bring Your Own Device

As per Horizon School Division Policy, students shall not be granted access to the Internet and the school computer network until they and their parents enter into a contractual agreement with the school indicating their understanding and acceptance of the Division's guidelines and regulations of proper use of technology. This is part of the registration package. Students may then use the Internet and connected services in a supervised classroom environment.

Students who use their devices in an inappropriate manner will have their access to technology and online resources limited.

Chromebooks:

Students, in grades 3 to 12, will each be issued a Chromebook. This small laptop connects online so students can work on projects, and do school related work. In order for students to receive a Chromebook, the parents must fill in the paperwork sent home at the beginning of each school year. Once we receive the forms back, a Chromebook will be issued to the student, which he/she then brings to class. Grade 7-12 students are able to take home their chromebook but must bring them back the next day charged and ready for class. If this becomes a problem, privileges to take home will be removed. Once the Chromebook is returned in June, it will be tested. Please be advised that Horizon School Division, its faculty/staff are NOT responsible for any damaged, missing, or stolen electronic devices.

If the Chromebook won't turn on, and/or is broken or damaged, we will ask our IT department to take a look at it. If any repairs are required, an invoice will be sent home to cover the repairs. Once the repairs have been paid for, a temporary device will be issued until their original one is fixed.

Expectations & Charging:

Students should come to school with their Chromebook fully charged and ready for the day's work.

Bring Your Own Device:

Students who bring their own laptops or Chromebooks to school will not have access to the school internet. Please be advised that students bringing personal electronic devices to school do so at their own risk. Horizon School Division and its faculty/staff are NOT responsible for any damaged, missing, or stolen electronic devices. Any use or misuse of such devices will be the sole responsibility of the person who brought the item to the school initially – this includes all financial responsibility.

Students borrowing school owned devices from school libraries are responsible for repair costs or replacement costs if damaged or lost.

H. Student Services

Academic & Career Counsellor

Sharla Kane is the Career Practitioner and provides students with a broad range of services including academic planning, credit checks, course selection and streaming, aptitude assessments, career exploration and research, post-secondary and scholarship applications, letters of reference, resumes, cover letters, and more. He provides individual counseling, classroom instruction, parent/student presentations, and information sessions. Sharla also coordinates Job Shadow placements, Student for a Day sessions at Lethbridge College and the University of Lethbridge, and various other initiatives such as the “Job Shadow” program. She is available to meet with students and parents upon request. Her email is: sharla.kane@horizon.ab.ca

Family School Liaison Counsellor & Family Connections Worker

Kimberley Shakespeare is the new Family School Liaison Counsellor and provides support to children, youth, and families to support them in reaching their potential both academically and personally. Kimberley provides counselling services in various areas including peer/friendship issues, self-esteem, anger management, conflict resolutions, mentoring/positive role modeling, organizational and motivational checks, homework skills, attendance issues, behavior modification, grief and loss, depression, anxiety, violence, abuse, divorce, and many more. She also provides group counselling, classroom presentations, parent/school staff workshops, and connection and referrals to community agencies. Her contact information is as follows: kimberley.shakespeare@horizon.ab.ca

This year we are excited to welcome Teraneal Ober to our school in the role of a Family Connections worker. This position has her working with students in classrooms on topics related to personal well-being. Her contact is teraneal.ober@horizon.ab.ca

First Nations, Métis, and Inuit Liaison Worker

Lisa Sowinski is the First Nations, Métis, and Inuit Liaison Worker and provides support to the First Nation, Métis and Inuit students and families. Lisa provides a link between home and school and connects them to appropriate resources or agencies if needed within the community. To reach out to Lisa, please contact: lisa.sowinski@horizon.ab.ca.

Off-campus Coordinator

Heather Brantner will be the Off-campus Coordinator liaison and will support the effective delivery of off-campus education courses and programs. Her email is heather.brantner@horizon.ab.ca. Her goal is to come to the school every couple of weeks.

Snack Program

Research shows that students who are hungry have a difficult time paying attention in class. Hungry students don't learn. In order to help feed our student's brains, we also need to feed their belly's. This year we will continue to have a snack cart that will travel to classrooms first thing in the morning where students who would like a snack will be given one by a staff member. Snacks are also available throughout the day, however, they will need to visit the office and a staff member will be happy to provide students with snacks that we have available. While trying to maintain healthy options, sometimes we are limited to pre-packaged items for the safety of our students.

I. Communications:

Weekly Events

Every Sunday evening an email to remind families of the weekly events will be sent via School Messenger.

School Newsletter

The School Newsletter is produced once a month. Upon completion, the newsletter is posted to our website and class dojo. Paper copies of the newsletters can be picked up from the office.

J. Lockers

All students are assigned a locker in which to keep gym shoes and/or clothing. Each student in grades 1 through 12 has an individual locker to store books, electronic devices, and outdoor clothing. Students have access to their lockers only before homeroom time, and during breaks. To reduce noise in the hallways, and to encourage students to be organized prior to class, teacher permission must be given for all other times. If a student in grade 7-12 would like to have a lock on their locker please see Karmen in the office. Students must realize that having a locker is a privilege, and it is their responsibility to keep it clean. A school personnel may conduct a general inspection of lockers to determine cleanliness or state of repair without the student being present and without prior notice. Failure to comply with school rules may result in loss of the use of a locker.

K. Administration of Medication at School

The Board recognizes that under exceptional circumstances, a child will be required to take prescribed **oral** medication during school hours, and that the child's parent might be unable to administer the medication at home. Under such circumstances, the principal or principals designate may administer the prescribed medication. The medication form must also be filled out and handed in prior to any medication being administered. The parent/guardian can fill out this form at the beginning of each school year but permission will terminate at the end of the school year or before if a parent or doctor's note directs. Non-prescription medication (i.e. Tylenol) will not be administered unless the parent gives written permission (a text or email will be accepted). A staff member does not have the authority to administer diabetic needles.

L. Injury at School

Minor injuries are usually dealt with by capable school staff. If an injury is serious or suspected of being serious, every attempt will be made to notify the parents or relative. If this fails, and medical attention is required, the child will be taken to the hospital and/or an ambulance will be called to the school to bring the student to the hospital.

M. Sick Room

Students who are ill may lie down in the sick room. Students are asked to inform his/her teacher, and the secretary, so attention can be provided. Where necessary, we will phone home if we consider that a student requires further medical attention.

N. Reporting Student Progress

At Milk River Ridge School, we view the reporting of student progress as being an ongoing process. Parents and teachers should feel welcome to contact each other

at any time during the school year to review a student's achievement and progress. Formal reports will be issued three times a year for the elementary students and four times per year for the junior and senior high students. Two scheduled times are set aside for students, parents and teachers to meet at Parent/Teacher Interviews. If these dates are not convenient, please contact the teacher to arrange a mutually convenient time to meet.

O. Course Enrollment and Credit Completion

A student must have earned a passing mark in all prerequisite courses, before he/she can take the course to follow. For instance, if a student fails English 20-1, he/she must either repeat English 20-1 and pass it to go on to English 30-1, or he/she must take English 20-2 to enter into English 30-2.

A student who has earned a final mark of 45-49%, will be permitted to downgrade a level and take the course at the next grade level; upon successful completion of the course, he/she will be given retroactive credit for the prior course. For instance, if a student receives a final mark of 45% in English 20-1, he/she will be allowed to take English 30-2. If the student passes English 30-2, then he/she will be given retroactive credit for English 20-2. No credit will be given for English 20-1.

Picking the Right Math Stream

<p>-1 Stream</p>	<ul style="list-style-type: none"> · If you want to study mathematics or sciences at college, university, or technical institute and go onto a related career · For students who plan to enter post-secondary programs such as engineering, mathematics, sciences, some business studies, or other programs that require advanced level math skills · Is a co-requisite for Math 31 (calculus)
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-2 Stream	· For students wishing to study at the post-secondary level in diverse fields, including arts programs, civil engineering technology, medical technologies, nursing and some apprenticeship programs. This path will fulfill most students' needs. Mathematics-2 is designed with a great deal of flexibility, so that the student can switch sequences in Grade 11 or Grade 12 if his or her interests change.
-3 Stream	· Is for students who want to apprentice to a trade or enter the workforce directly after high school. It is designed to meet the entrance requirements for apprentices in most trades programs, specifically levels one to three.

Credit Requirements

At Milk River Ridge School we strive to ensure our high school students are in good academic standing for graduation. For this reason, we maintain the expectation that students enroll in a minimum number of courses so that we can support them in the goal of achieving their Alberta High School Diploma.

For the 2023/2024 year we expect each student to enroll in the minimum credit load as follows:

Each grade 10 student is expected to carry a full schedule within the school day which will result in a minimum of 40 credits by the end of the year.

Each grade 11 & 12 student will be given the opportunity to elect for a spare or an iLearn class based upon approval from an administrator if the student is in good standing.

Requests to change a class can occur within the first two weeks of a semester. A student must fill out a course change form and get both parental and admin signatures to ensure they still meet graduation requirements. Course drops and changes after the two-week deadline will be considered on an individual case basis, and may require a meeting with the guidance counselor and administration.

Academic Misconduct / Malpractice Guidelines, Expectations and Consequences

It is important that the work students are credited for at Milk River Ridge School is indeed their own work and has been created under acceptable conditions with the use of appropriate resources. With this basic principle in mind, the following is intended to provide all high school students with the information needed to ensure they do not engage in activities that bring into question their academic integrity.

Earning Credits and Reporting Periods

Each course carries a set of learning outcomes, which are required or approved by the Alberta Ministry of Education. Students are expected to demonstrate mastery of all learning outcomes in order to pass - and thereby earn credit for a particular course. Teachers design tests and other assignments intended to show not only the overall achievement in learning, but also the specific places where the student has attained mastery or needs improvement.

Grade reporting for K to 6

Students in Kindergarten to Grade 6 – Teacher anecdotal report card focusing on curriculum, social skills, and global citizenship and will take the prescribed curriculum for their grade. The grade reported on each report card will be a comment reflecting the student's strengths and areas of improvement followed.

Grade reporting for 7 - 9

Marks for junior high are reported in outcome-based percentages.

Grade reporting for 10 to 12

A minimum score of 50% is required to earn credit for any particular course. A final mark which is below 50% indicates that the requirements for the course have not been met and no credit has been awarded. In the case of a required course, failure to earn credit means that the course must be repeated. In the case of an elective course, the student may choose whether or not to repeat the course. If a student repeats a course, the higher mark will be used in determining the student's GPA.

The Alberta curriculum uses a percent grade for all high school courses. The following is a reference for our parents only.

A 80-100%

B 65-79%

C 55-64%

F <49%

IP In Progress (Student has not completed enough work for a proper evaluation and/or is in danger of failing the subject)

P. Graduation Requirements

The culmination of one's public school education should be celebrated with a graduation ceremony hosted by the school community. However, this celebration must be EARNED. It is considered a privilege offered by the school, and this privilege is not earned by merely attending MRRS.

The graduation ceremony and banquet are held on the first Friday in June. The banquet is traditionally held at the Civic Centre, and the Graduation Ceremony is held in the Milk River Ridge School Gymnasium.

In their first weeks of Grade 12, students will meet with the Career Practitioner for a credit check meeting. At this time, students will ensure that they are enrolled in enough classes to meet the minimum 100-credit limit, imposed by Alberta Education, and meet all course requirements. At this time, students and the learning support teacher will make sure that all accommodations for writing the Diploma Exams are put into place.

Please note that school fees, library fees, and grad fees must be paid in order to take part in graduation activities and before students are allowed to purchase banquet tickets for guests.

In order to participate in the graduation ceremonies hosted by MRRS, a student must have attended MRRS for his/her grade 12 year and must meet the following requirements:

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

100 CREDITS including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL ^① (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) ^②
CAREER AND LIFE MANAGEMENT (3 CREDITS) ^③
10 CREDITS IN ANY COMBINATION FROM
<ul style="list-style-type: none"> • Career and Technology Studies (CTS) courses • Fine Arts courses • Second Languages^④ courses • Physical Education 20 and/or 30 • Knowledge and Employability courses • Registered Apprenticeship Program courses • Locally developed courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses^⑤
10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ^⑥
<p>These courses may include</p> <ul style="list-style-type: none"> • 30-level locally developed courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses^⑦ • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30

Note: Courses are offered based on availability of teaching staff and student interest. Not every course can be offered every semester or every year.

- ❶ The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.
- ❷ See information on [exemption from the physical education requirement](#).
- ❸ See information on [exemption from the CALM requirement](#).
- ❹ Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- ❺ Integrated Occupational Program (IOP) occupational courses may be used in place of Knowledge and Employability occupational courses to fulfill this requirement.
- ❻ 30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.
- ❼ Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

Diploma Examinations Program

The Diploma Examinations Program consists of course-specific examinations based on the [senior high school programs of study](#). Students enrolled in the following courses are required to write diploma examinations:

- Biology 30
- Chemistry 30
- English Language Arts 30-1
- English Language Arts 30-2
- Français 30-1
- French Language Arts 30-1
- Mathematics 30-1
- Mathematics 30-2
- Physics 30
- Science 30
- Social Studies 30-1
- Social Studies 30-2.

The final mark for diploma examination courses is determined by blending the diploma examination mark (30%) with the school-awarded mark (70%). To obtain credit in a diploma examination course, students are to write the appropriate diploma examination and obtain a final mark in the course of 50% or higher. All diploma examinations are available in the French language, except for English Language Arts 30-1 and English Language Arts 30-2. Students may elect to write either the French or English language version of the respective examination.

Milk River Ridge School

A student must have a minimum grade of 50% in all courses and/or credits required for a High School diploma by April 30 of that school year to be eligible for participation in graduation ceremonies. For students enrolled in individualized courses required for graduation, 50% of their course content must be completed and they must be passing by April 30 of that school year to be eligible to participate in graduation ceremonies. Additionally, attendance and lates must be in good standing. A student who has been repeatedly absent in a class without due cause may be ineligible to participate in graduation. If a student does not meet the requirements for participation in graduation, the student and the parent(s) will be directly informed, however, discussion to avoid this situation will be held prior to April. Should the student and/or parent(s) consider the decision not to be fair, he/she has the right to appeal to the school's administration.

myPass

myPass is an Alberta Education secure self-service website for Alberta students to:

- ✓ View diploma exam results and request rescores
- ✓ Register to write a diploma exam
- ✓ Order high school transcripts
- ✓ View progress towards a credential (diploma or certificate)
- ✓ View and print a Detailed Academic Report (DAR)
- ✓ Order additional copies of an awarded credential
- ✓ View student personal information



If you have not signed up for myPass please see Mrs. Karmen NOTE: **Diplomas marks are no longer mailed and can only be viewed through your Alberta Education myPass account.**

Q. Final Examinations

All students in grade 6 - 12 shall write final examinations in core subjects (Language Arts, Math, Science and Social Studies). Some senior high courses will require students to write a Diploma exam and an in-class final. In this case, the Diploma will count as 20% of their course and the school mark will count as 80%. The blended mark will be available approximately two weeks after the semester ends, on the Alberta Education website.

In Grades 6 & 9, students will be required to write a Provincial Achievement Test (PAT). It is at the teacher's discretion whether this assessment will be incorporated into the student's final mark. Any student who is absent for a scheduled test/exam, in any subject, will be permitted to write it at a later date if a medical note is presented to the principal or vice-principal involved. For students who are absent from a Diploma exam, they will be given the opportunity to write at a later date provided that they have proper documentation and governmental approval. Students who miss a Provincial Achievement Test (PAT) will not have a chance to write the test at a later date.

Examination Procedures

Grade 12 Diploma Examination Rules, as outlined below, are the basis for procedures.

1. All examinations begin promptly. Absence from a final examination must be substantiated by a medical certificate for a serious illness. In special circumstances, as outlined by Alberta Ed, a Diploma exam may be postponed to a later date in an emergency situation.
2. Students will report to the exam room 10 minutes early to receive instructions. Students will be permitted to enter the room for up to one hour after the exam begins.
3. Students must have the appropriate test writing materials ready for the exam. Only test writing materials will be allowed in the exam room. All personal technology devices need to be turned into the exam proctor.
4. No student shall be permitted to leave the exam room until a minimum of one hour has elapsed. Students needing to use the washroom during an exam must alert the supervisor and the student will be escorted to and from the washroom.
5. Examination conflicts are to be reported, prior to the exam, to the principal, who will arrange with the student an alternative time for writing. Normally this will be immediately following the first scheduled exam. NOTE: Diploma Exams are scheduled by Alberta Education and cannot be changed.
6. Senior High students may sign out after completing the exam. Students remaining are expected to spend their time quietly studying. Students who are disruptive will be asked to leave. Students are NOT permitted to wait in the hall for classmates. Junior high students have regular classes during the January exam time; however, in June they are allowed the same privilege as Senior High students when written permission has been granted by parents to leave the school. Both junior and senior students leaving the school must sign out at the office.
7. Students are responsible for the return of textbooks and/or remittance of replacement money to the office on or before the day of the final exam.
8. A student who has been observed cheating shall be allowed to finish the exam. The supervisor will document the infraction in as much detail as possible. The supervisor will then tell the student to wait in the main office to meet with both the supervisor and administration. The student and the supervisor will each write what they did/saw in the exam. If the Admin team deems the student to have cheated, and/or the student doesn't attend the meeting, a mark of 0% will be given and the parents will be contacted.
Students who aid another to obtain answers shall be considered equally guilty and will receive the same consequences.

R. School Awards Program

Milk River Ridge School recognizes students for many accomplishments and activities. Recognition is made in various ways for effort, progress, and academic standing. In school and out of school accomplishments are recognized over the intercom, in our weekly newsletter, and our monthly assemblies.

Kindergarten - Grade 6

Grade 7 -9

Grade 10-12

Athletic Awards

The Athletic Awards are presented on one evening at the end of June.

S. Valedictorian

The Valedictorian is the graduate who has high academics, contributes to school and community, and is a good global citizen. Even though one valedictorian is traditionally selected to represent and give a speech to a graduating class, there could come a time when two students have similar academic achievement and are similar in all other criteria for the valedictorian. In this case, the position of valedictorian will be shared between the two. *It is the school's final decision who will be the valedictorian and if the position will be awarded to two students.*

Valedictorian Selection Requirements

Students MUST have both English 30-1 and Social 30-1.
Students MUST be in Math 30-1/30-2
They then can choose two other courses from the following list to calculate their highest possible average: Chemistry 30 Biology 30 Physics 30

Courses that CANNOT be included for the average calculations include:

Math 31
Work Experience
Green Certificate

Once the averages have been calculated, *the staff will also consider the following:*

Course Load
Diploma Exam Marks
Volunteer Experience
Community Involvement
Global Citizenship

T. Extra-Curricular Activities

School life is as interesting and rewarding as the students, individually and collectively, are prepared to make it. Participation in extracurricular activities helps students to feel part of the school. School activities also help students to develop leadership potential, sharpen organizational skills and learn responsibility while enjoying time with others. If you have an awesome idea for a club or an activity, please talk with a teacher, EA, or the admin team about supervising the club and/or arranging for facilities and equipment use.

Extra-Curricular Sports Program

In elementary, a mini-basketball program is offered in April and May to grades 3-5. Junior high and Senior high compete in cross-country, golf, volleyball, basketball, badminton, track and field, and softball/baseball.

A student's primary obligation is to her/his studies. We view participation on a school team as a privilege. As such, please note the following: we reserve the right to suspend a student from participation on a school team for academic and/or disciplinary reasons. This is not something that we do frequently, but in certain situations, it becomes necessary. Students are not allowed to participate in extracurricular activities when they have missed that afternoon of school unless the school has been notified in advance of the absence. This includes being absent from special events, activities, and/or assemblies which are all essential to maintaining a positive school, culture, and learning environment. The student will be allowed to participate in an afternoon game provided they have a medical note saying they had an appointment that morning and are able to participate in the game later that day.

Play at the junior level has as its goal equal playing time. As play extends to higher levels, competition becomes more intense and equal playing time may not be possible. All students will play, but equal time is not guaranteed. A meeting for players, parents, and coaches is held at the beginning of each season to discuss rules, expectations, sports fees, etc.

For more information please refer to the Athletics Handbook.

Co-Curricular Transportation

Students participating in co-curricular activities should ride to and from the activity in a vehicle approved by the principal. The teacher, and/or principal must carefully consider any variation from this guideline as a result of reasonable parent request before approval is granted. Parental permission must be ensured. School policy regarding this section should be in writing, communicated to parents and students, and must be strictly enforced.

Parents volunteering to drive students on school-related trips must have their license, insurance, criminal record check, and driver's abstract on file at the school, and have notified their insurance company that they will be transporting students prior to the trip.

Please be advised that students who are being driven to and from a school event must be driven by a parent. Students being transported by parents fall under their parent's responsibility and insurance. We understand that some students want to be picked up/dropped off at locations other than the school - where the trip starts and stops. This can be coordinated through the supervisor of the field trip. If a meeting time and place are scheduled, and the parent/guardian is late, the vehicle will continue to its final destination. Parents can then pick up students at the terminal at the end of the trip.

We believe that all decisions regarding the transportation of students on co-curricular trips must ensure that the student's safety is the prime consideration.

1. All students must ride school-approved transportation to and from events unless they are driven by their legal guardians.
2. Students are expected to begin the trip at the school and to remain with the school party until the trip ends at the school. A student will be released only to their legal guardians before the trip ends. Supervisors are responsible for ensuring that students have appropriate transportation from the school at the conclusion of the trip.

3. Under special circumstances, exceptions to the above may be made. All exceptions must be submitted in writing to the Principal at least two days prior to the event. The Principal's decision will be final.

Parents may transport students, other than their own, if they have been designated by the Principal as the school approved transportation. In this case, they will be acting as an agent of the Board.

Drivers are required to sign a Volunteer Driver Form and provide proof of two million dollar liability insurance coverage to the school's Principal at least two days prior to the driver's departure on school sponsored travel; drivers are also required to provide a Driver's Abstract. Usually this paperwork is filled out in September and will be valid for the duration/remainder of the school year.

Extra and Co-curricular Field Trips and Inclement Weather:

In the event of school closure due to inclement weather or impassable roads, extra and co-curricular events at the school and road trips shall be cancelled or postponed to an alternate time and date. In the case of weekend extra or co-curricular trips or events, considerations for cancelling a trip or school event shall be the same as for closing school during the regular school day. On the off chance school is open but the weather changes for the worse, administration will decide if the trip will continue. The criteria for the decision will be based on weather, road conditions and student safety.

Please be advised that if all roads are closed to an event, according to the Alberta 511 weather app, the event will be postponed and/or cancelled.

U. Inclement Weather

Inclement Weather Prior to Commencement of the School Day

School Closures

1. The decision to close a school for the day is the responsibility of the division.
 - a) The decision to close the school should be communicated by 6:30 a.m.
 - b) Parents will be alerted via School Messenger (phone, text, email) that the school is closed.
 - c) The Communications Coordinator will update the School/Bus Cancellation page of the division website and advise the Superintendent and the media of school closures.
2. Schools may remain open even though buses may not be operating. The decision to close schools or cancel school bus operations should take into

consideration the following weather related factors:

- a) Temperature, including wind chill, at -40C or colder at 6:00 a.m., from the Alberta 511 website and the Weather Network website.
- b) Severely reduced visibility (.2 km or less)
- c) A combination of weather and/or road conditions that make bus operation unsafe.

Bus Cancellations:

Bus drivers are expected to use their own discretion in deciding whether or not to operate their bus route. When a route is cancelled, the driver shall notify their dispatch. Independent contractors shall notify the Director of Transportation and the School Principal. Students should be dressed appropriately, just in case a bus breaks down on route. If buses return home before the end of the regular school day, other than scheduled early dismissals, the driver must ensure students are able to enter their homes; and in the case of very young students, that a responsible person is available to supervise them. The final decision to send children on the bus is that of the parents, even if the buses are operating and the school is open.

Exams and Inclement Weather:

In the event of bus cancellations during Diploma exams, the school will remain open for those students who are able to reach the school to write the test. If a student is unable to reach the school to write an exam, a parent must contact the Principal who will decide on a case-by-case basis whether an exemption will be allowed. The following options may occur:

- a) If the student is late getting to the exam, the starting time may be delayed for up to one hour. This late privilege would only be granted by the Principal if there are extenuating circumstances beyond the control of the student. The student would then receive the full amount of time allowed for completion of the exam.
- b) The student may write the exam at an alternate date: in January, April, June or August.

If a missed diploma exam is in Math or one of the Sciences, the student must write both Parts A and B, even if one part of the exam was written in the January writing. If the exam is in English or Social Studies, the student may write only the part that was missed in January.

- c) If a student is exempted from an exam, the student's transcripts will indicate that a Diploma exam was not written. If the student is exempted for either of the parts, the teacher-awarded mark will be assigned for the exempted part. If both parts are missed, 100% of the final mark will be the teacher-awarded mark.

V. Student's Union

Milk River Ridge School has a 3-12 student council. The executive body of the student council can differ each year but can consist of a President, Vice-President, Secretary and Treasurer. Council meetings take place once a month as deemed necessary. Some of the regular activities of our Junior Students' Union include Dances, Candy grams, assemblies and spirits days. All students are encouraged to actively participate, as this student body helps shape the culture and traditions at MRRS.

STUDENT RESPONSIBILITIES AND GUIDELINES

A. STUDENTS' CODE OF CONDUCT

Welcoming, Caring, Respectful, and Safe Learning Environments Student Behavior and Discipline

Please see the following link to review the Horizon Safe and Caring Policy. If you have any questions or concerns regarding this policy, please contact the school.

<http://www.horizon.ab.ca/view.php?action=documents&id=3>

(School Act, Section 12)

A student shall conduct him/herself so as to reasonably comply with the following code of conduct:

- a) be diligent in pursuing his/her studies;
- b) attend school regularly and punctually;
- c) cooperate fully with everyone authorized by the board to provide education programs and other services;
- d) comply with the rules of the school;
- e) account to his/her teachers for his/her conduct;
- f) respect the rights of others

Students at MRS are expected to adhere to our code of conduct.

Student Harassment Policy (HSD Policy IFAA)

Horizon School Division is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity. Harassment is a form of discrimination. This policy has been developed to prevent harassment. For the purposes of this policy, harassment is synonymous with the terms intimidation, bullying, taunting, teasing and bugging.

Definition of Harassment.

Harassment includes behavior which may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents. Harassment may include:

- (a) verbal abuse or threats;
- (b) negative remarks, jokes, innuendoes, or taunts about a person's body, attire, age, gender, ethnic or national origin, socio-economic status, religion;
- (c) displaying of pornographic, racist, or other offensive or derogatory pictures;
- (d) practical jokes which cause awkwardness or embarrassment;
- (e) sexual invitations, requests, or demands, whether indirect or explicit;
- (f) inappropriate gestures;
- (g) intimidation to participate in unlawful or unethical activity or to participate in activities which contravene school and/or board policy;
- (h) unwelcome physical contact; and/or
- (i) coercing or influencing third parties to harass others.

The behavior need not be intentional in order to be considered harassment; it is sufficient that the offender knows, or ought to reasonably know that the behavior is offensive and unwelcome. Any student who willingly makes a false claim of harassment or intentionally provokes harassment shall be subject to appropriate disciplinary action.

Code of Conduct

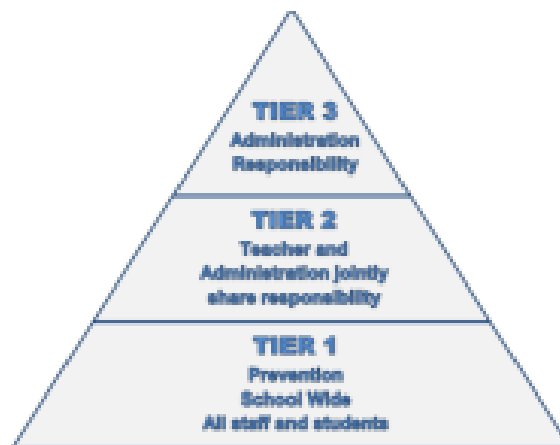
It is the belief of Milk River Ridge School that good student behaviour is a necessary condition for a safe and effective learning environment. Therefore, there are guidelines for behaviour. These guidelines are based upon the consideration for safety, respect of others, and the provision of an environment conducive to learning and personal growth. All students of MRRS are expected at all times to:

1. Treat all school staff, fellow students, parents, members of the community, and guests of the school with courtesy and respect
2. Display a spirit of honesty, integrity, and responsibility
3. Comply with the school rules and make efficient use of their school time
4. Refrain from disruptive behaviour that would deny any other student their right to obtain full benefit of their education experience
5. Attend school regularly and punctually
6. Be neat and clean in appearance and dress in a manner which is appropriate to the standards of the school
7. Refrain from tobacco use on the school grounds/premises. The use and possession of alcoholic beverages and/or illicit narcotics/drugs at school, or at a school sponsored activity is strictly prohibited.

8. Refrain from the use of improper, profane, or obscene language
9. Respect the property and rights of others
10. Refrain from the willful destruction, damage, or loss of school property or the property of others

We believe that this expected behavior will enhance the learning experience and aid the student in reaching his or her full potential. It further protects and enhances the rights of the individual to learn. In an effort to provide a clear and consistent message to all students, the school has developed a discipline plan.

B. Student Pyramid of Discipline



Tier 1 - Productive Classroom Environment (Teacher/Staff Responsibility)

Behaviors that occur in the classroom and interfere with the learning of self and/or others.

Examples are:

- Not having appropriate equipment and materials
- Sleeping
- Being off task but not disrupting others
- Failure to turn in homework/failing to complete assignments
- Failure to bring signed materials from home
- Failing to follow the reasonable request of a teacher
- Talking out
- Horseplay
- Disturbing another student in any way
- Being out of seat without permission
- Showing disrespect/defiance
- Improper use of equipment and/or materials

CONSEQUENCES – Consequences for Tier 1 misbehavior can range from a “look” in the vicinity of the problem to a parent conference and/or detention administered by the student’s classroom teacher. Time out can occur either before or after school, during the noon hour, or during recess.

Tier 2 - Orderly Environment... (Teacher/Staff and Admin jointly share responsibility)

Orderly environment – Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment. Teachers/Staff will be responsible for disciplining behaviors. They will bring in the admin if the behavior is becoming a pattern or deemed to be more serious and require more intervention.

Examples are:

- Disruptive behaviors in the hallway
- Disruptive behaviors at a school activity
- Disruptive behaviors before and after school
- Disruptive behaviors while at recess/break
- Absence/skipping/tardy/truancy
- Solicitation (selling unauthorized items at school)
- Inappropriate use of the internet
- Destruction of/ or defacement of school property or property of others
- Inappropriate display of affection
- Inappropriate clothing
- Repeated failure to report for teacher initiated detention
- Forgery
- Inappropriate language and gestures
- Disrespect of classmates, teachers, and other school staff
- Verbal arguments/name calling
- Disruptive and/or disrespectful behavior when a substitute teacher is present

CONSEQUENCES – Consequences for Tier 2 misbehavior can range from a detention with the teacher to a conference with the admin and/or parent to suspension from school. Referral to outside agencies may also occur.

Tier 3 - Safe Environment... Highest Priority (Principal and Vice Principal Responsibility)

Safe Environment – Behaviors that are intended to cause another individual physical or mental harm and/or are illegal. Examples are:

- Weapons (possession or use of)
- Theft
- Fighting – Assault or battery of any kind
- Intimidation/extortion./threats/verbal

- Harassment
- Gross disrespect and/or defiance toward and adult (cursing, name calling)
- Alcohol/drugs/tobacco (possession, sale, or use of)
- Sexual harassment of any kind

CONSEQUENCES – Consequences for Tier 3 misbehavior can range from a minimum of a one-day suspension from school to the possibility of an expulsion from school. Referral to outside agencies will also occur.

In School Suspension Student Expectations

1. Students must report to the ISS (In School Suspension) area by 8:30 am. Students are not permitted to leave the ISS room for any reason other than those approved by an administrator or staff member. Regular scheduled student breaks do not apply to a student in ISS.
2. Cutting ISS is considered skipping and the student will move to the next step in the discipline plan, which may include extra days of ISS or OSS (out of school suspension).
3. The student must have all necessary materials with you **BEFORE** entering the assigned ISS location. Locker use is **NOT** permitted at any time during regular class time.
4. The student must complete all assignments given to you. It will be expected of you to complete **BOTH** classroom and the ISS assignment. You will work continuously the entire day. The student will be required to write a one-page summary on why he/she was issued ISS and include a positive resolution for the behavior. A copy of this will be placed in the student's folder and will also be sent home to the parent/guardian.
5. The student will not disrupt those around you. If you have a question or problem, please wait patiently for the administrator or the teacher to help you.
6. The student must remain in your assigned seat, at all times unless you are given permission to be up.
7. Sleeping is **NOT ALLOWED** during ISS.
8. No personal electronic devices will be allowed in ISS.
10. Students must make up all time missed if they are absent from ISS.
11. No misbehavior, defiance or rudeness will be tolerated. If you choose not to follow this guideline, further steps will be taken. This ISS will be considered extended.

12. No magazines, drawing or coloring allowed unless it is a part of a class assignment.

*There will be restroom breaks during the course of the day. You will be allowed one break every hour for a period no greater than five minutes; however, these breaks will not line up with the regular student break times. A normal lunch break will be given.

You **CANNOT participate in assemblies, field trips, team activities, or any other school related activities on days you are assigned to ISS. Absences on days assigned to ISS because of illness or other reasons **DO NOT** excuse you from fulfilling your required time in ISS.

Your ISS will be considered finished at 3:20 pm no matter what your regular class schedule may list.

C. Study Habits/Homework

- Quizlet – Flashcards Milk River Ridge School understands the importance of developing good study habits. We believe that the home plays a major role in this development. Homework is intended to provide opportunities to complete daily assignments that were not completed in class, complete additional assignments designed to extend learning, and to reinforce concepts learned by reviewing work taken each day. Because we feel that homework is an integral part of a student's task we encourage each student in grades 1-12 to be provided with an agenda for homework. We encourage parents to keep up to date with what their children are doing by checking their homework book and ensuring all homework is done. Some good sites:

- Math-aids.com – Awesome math site
- Alberta.exambank.com – All 1-12 study materials

D. Study Periods

Grade 7-12 will have study periods known as Academic Enrichment Period (AEP) for the last 29 mins on Tues/Wed/Thurs.

E. Smoking

The Division prohibits use of all tobacco products and vaping in or on all school facilities. Students found using/or in conspicuous possession of tobacco products shall be reported to the principal. The incident shall be recorded and the parent advised in writing. Professional staff shall provide programs during class designed to inform students about the health hazards of tobacco use and vaping.

F. Student Alcohol Use, Substance Abuse and Gambling

1. Schools shall emphasize preventative, age-appropriate initiatives which deal with the effects on the individual and on society of gambling and the possession, use and trafficking of alcohol, tobacco or other drugs.
2. Substance use and gambling prevention programs will be offered in the school in a coordinated, integrated and sequential manner. Programs will be based on the Alberta Education program of studies for Health and Life Skills Kindergarten to Grade Nine Guide to Implementation or Career and Life Management Guide to Implementation.
3. Principals shall ensure that staff, coaches, and volunteer supervisors are informed of their responsibilities under this policy.
4. A student who is suspected of being **under the influence** of alcohol, drugs (including but not limited to cannabis) or toxic substances while in attendance at school or a school sponsored activity shall be reported to the principal. The principal shall ensure the student is segregated from the rest of the student body and appropriate action taken to respond to the student's immediate safety and medical needs. Parents or guardians will be contacted and informed of the situation. If appropriate, parents or guardians will be asked to pick their child up from the school. If a parent or guardian is unavailable, a school employee will phone an emergency contact, RCMP or Children's Services.
5. All incidents of alcohol or substance **possession or use** shall be recorded and the parent shall be notified immediately. The Principal shall advise the parent and Superintendent, in writing, of the incident and actions taken and/or recommended. Disciplinary action shall include suspension and may include a recommendation to the Board that the student be expelled.
6. A student observed in the **act of providing** alcohol or drugs (including but not limited to cannabis) to another student shall be reported to the principal as soon as possible. The principal shall suspend the student and may recommend to the Board that the student be expelled. The incident shall be recorded and the parents and Superintendent shall be advised in writing of the incident and the actions taken and/or recommended.
7. Students whose behaviour during alcohol/drug related incidents become abusive or students who are repeat offenders under the policy shall be recommended to the Board for expulsion.
8. Principals will inform, annually and in writing, all students, parents and employees of the Division regarding policies and regulations on alcohol and drug (including but not limited to cannabis) use by students.

9. If a principal or teacher has reason to believe that a student is dealing with a substance use or gambling problem, the principal or teacher may:

- a) refer the student to receive counseling and/or referral to AADAC
- b) request parental involvement in the procedures
- c) require that the student exhibit exemplary behaviour and effort at school
- d) consider other appropriate action

Cross Reference: <http://www.albertahealthservices.ca/amh/amh.aspx>

A203 Searches

A209 Suspension and Expulsion of Students

School Act – Sections 24, 25

G. Care of School Property

The Board believes that students have to be responsible for their actions, and consequently will be held accountable for their acts resulting in vandalism and damage to school grounds and property.

- Where a student is found responsible for damage to school property, the cost of repairing or replacing the damaged item will be charged to the student through his or her parents.
- Where the damage is incurred accidentally, the cost to the student shall be at the discretion of the principal.
- At the discretion of the principal and in conjunction with the student and his or her parents, arrangements may be made to allow the student to “work off” the cost of part or all of the damage. Where damages occur during an extracurricular activity, all members involved in the activity may be suspended from further participation in extracurricular programs.
- Where the principal determines the damage to be the result of willful intent, the student(s) may also be suspended from extra-curricular activities and/or school.

H. USE OF TELEPHONE

There is a public phone in the office that students can use to call their parents/guardians. Please see a secretary to use.

I. LOST AND FOUND

Any articles found in and around the school premises should be turned in at the office. Students losing articles should check with the secretary in the office and the lost and found boxes. We encourage everyone to label his or her belongings. After notification

in the newsletter, twice a year articles that are left for an extended period of time are donated to charity. The school is not responsible for any lost and/or damaged items; this is solely the student's responsibility.

J. STUDENT VEHICLES AT SCHOOL

The parking lot on the North side of the school is reserved for Staff & Visitor parking only. Students are encouraged to park their vehicles on the street on the west side of the school.

K. GYM REGULATIONS

Food and beverages are allowed in the gym during noon hour, but should be confined to the bleacher area. During extra-curricular functions, food and beverages must be confined to the bleachers and the area directly in front of the doors.

When playing in the gym, only clean, non-marking runners will be allowed. It is everyone's responsibility to treat all equipment with respect. Please help us keep our gym clean.

L. STUDENTS' PERSONAL PROPERTY

Every effort is made to encourage honesty and respect for private property. However, students are responsible for their own personal property at school. Please lock your valuables in your locker or leave them at home.

M. NOON HOURS

Kindergarten to Grade 6 eat their lunches in their designated lunchrooms and are to remain in their rooms until dismissed at 12:20pm. Grade 7-12 can eat their lunch in the pit. Students are expected to follow the instructions of the supervisor and to act in a quiet, orderly manner, respecting the rights of others. Students will be dismissed by the supervisor when the room is cleaned to satisfaction. Students may take disposable snacks outside to eat at the outside picnic table or the cement pad, provided they put their garbage in the trash cans. K-grade 6 will access the Kinsmen park during lunch recess from 12:20-12:35 pm.

Grade 7-12 students may leave the school grounds during the lunch hour, provided they have a parent's written permission to do so. A form for leave will be issued at the beginning of the school year, for the duration of the school year. Otherwise, the student remains at school during lunch. If a student needs to leave, they must provide a note and present it to the secretary and the student must sign out.

Elementary students are required to go outside during recess and noon when they are not involved in the extra-curricular programs. On extremely cold days, arrangements will be made for students to remain inside. Please dress appropriately. Junior and senior high students are encouraged to go outside as well.

N. BICYCLES

Students may ride bicycles to school provided that:

- they walk where buses are parked.
- they put the bikes in the racks provided.

Students who neglect to follow these rules will lose the privilege of bringing their bikes to school.

O. FIRE DRILL REGULATIONS

Several fire drills are held each year, and every student is well versed in the drill procedure and exit route from the school building. Students are reminded to follow these instructions quickly and quietly. Students should always assume that when the fire bell rings it is because of a real fire, and is not merely a drill.

P. LOCKDOWN PROCEDURES

When students hear that the school is in lock down, they go to the closest classroom, lock the door, and hide, away from any windows. The school conducts two Lockdown drills per year to ensure this drill runs smoothly.

Q. DANCES

Evening dances may be held throughout the year. Clean and tidy dress is always expected as well as appropriate behaviour. Parents are always welcome.

1. The dances run from 6 p.m. - 8 p.m.
2. Doors lock at 7 p.m.
3. Anyone who leaves after the doors are locked may not re-enter the school and the supervisors or school are not responsible for them.
4. There will be a minimum of four supervisors: combination of teachers and parents. There will be at least one male and one female supervisor.
5. Standard school conduct is expected!
6. Students inviting a guest to an event are fully responsible for them. This includes behaviour and transportation to and from the dance. All guests need to be checked by the organizing teacher of the event.

R. Communication Device and Personal Electronics Guidelines

With increasing frequency, children bring cell phones, iPods, iPads, tablet computers, laptops, smart watches and other electronic devices to school. Realizing that many of these devices provide excellent opportunities for learning, we have established guidelines, which pair our character education initiative with digital citizenship. It is important that students are respectful and responsible in their use of these devices. We will discuss the guidelines and work with the students to reinforce appropriate educational use of these items. At Milk River Ridge School we support and encourage the use of multiple technologies to enhance, strengthen and diversify education. To that end, we will allow students to use those technologies in the class at the discretion of their teachers. If any of those technologies serve to distract students from their studies and violate the guidelines, actions according to the guidelines will take effect.

Note: Cellphones are not permitted to be taken in or used in washrooms and change rooms.

Use in the Classroom:

Although we recognize that there are many ways that these devices can enhance learning there are also opportunities for academic dishonesty, bullying and even illegal activities.

It is the classroom teacher who will decide whether the use of an electronic device is disruptive to the working environment of the classroom.

Ringtones must be turned to silent or on vibrate mode during the school day. Students will not engage in their device during class time unless directed as part of an assignment. This includes the computer labs.

Use during Assessments:

The classroom teacher will require students to secure their communication devices with the teacher or supervisor while the student completes a formal assessment. Each classroom has an electronic pouch so the students can safely keep their devices stored.

Use for Illegal Activities:

Students will not engage in activities with electronic devices that could result in invasion of privacy and/or harassment of any kind. No photos, video, or audio recordings will be taken of students or staff members without the subject's permission. Students will not post to the internet images, video, or audio recordings of students or staff without the subject's permission.

The students will adhere to Canadian laws dealing with F.O.I.P. as they apply to the publishing of stills, video, and audio recordings.

Use in Non-Classroom Areas:

Students are not permitted to have communication devices out in the change rooms or public washrooms. Devices must remain in pockets in these areas.

Hallways are not considered classrooms. You may use your phone before school, during your class breaks and at lunchtime, but not at any other time. This would be considered a violation.

Violations of these Guidelines will Result in the Following:

1st and 2nd violation: The teacher may decide to confiscate the device, and deliver it to the office. Any device delivered to the office is to be labeled with the student's name. **3rd violation:** device is confiscated and handed over to the principal. It will be returned to the student at the end of the day after they have reviewed the guidelines with the principal. **4th or more violation:** device is confiscated and handed over to the principal. It will be returned to the student after a parent or guardian has reviewed the guidelines with the student and the school administration.

S. Dress Code Policy

1. All students and staff will dress in a manner appropriate and respectful for a public school setting. Extremes in clothing should be avoided and should not be offensive in any manner.

Students and staff at MRRS are expected to project their appearance and dress to a standard that is appropriate for the educational environment of the school and for making a smooth transition to the workplace. Clothing should meet safety standards and be appropriate for physical activity.

- Dress should be clean, neat and not include profane gestures, inappropriate language or advertising of alcohol, marijuana or illegal substances.
 - Logos, pictures or words should not promote drinking, sex, drugs, profanity or any other subjects inappropriate for a public school setting.
 - Clothing must cover undergarments at all times.
 - See-through clothing is not allowed.
 - Cleavage and buttocks should be covered.
 - Hoods and sunglasses are to be removed indoors. (Students with an IPP requiring sunglasses to be worn in class will be exempted.)
2. Hats are allowed to be worn into the school and in the hallways during the regular school day. It is at the classroom teacher's discretion that hats are worn in a classroom, gym, computer lab, or in the library during the regular school day.
 3. When an occasion arises where a staff or student's dress does not meet the required criteria the school shall address the situation in as sensitive a manner as possible to ensure respect for the staff or student.
 4. The school principal, as authorized by the school board, shall deal with inappropriate clothing, when it becomes apparent that staff or students have ignored the initial reminders regarding what is appropriate for a public school setting.

T. Animals on School Property

As the Milk River Ridge School is located in an agricultural society, we respect that students want to bring animals to school for show and tell. We are also aware that staff and students might be allergic to certain animals and so before an animal is brought to school, a request to do so must be submitted in writing to the principal 2 weeks prior, and a written confirmation of approval from the principal received. When paperwork is approved, the students are to keep a safe distance and at no time are permitted to touch the animal. Any damages, liability, and clean up are the sole responsibility of the owner.

U. Academic Dishonesty

In order to maintain the integrity of the academic programs of study at Milk River Ridge School, it is important that educators, administrators, stakeholders, and parents work together to uphold the standards of student responsibility in their social and academic conduct. It is an expectation that students, through their learning, demonstrate the ability to discern right from wrong. In the age of the internet, and through ease of access, the boundaries surrounding academic integrity have become increasingly blurred. It is the responsibility of the faculty and staff of MRRS to assist in developing the moral awareness of students, and to assist them in the engagement of the honest and sincere pursuit of knowledge. Upholding the principle of honesty within the academic setting requires that students produce high quality work that they may call their own. Academic dishonesty is the attempt by a student to claim work, ideas, or skills that they do not yet possess.

Definition

Academic dishonesty can be difficult to identify, substantiate, and ultimately to deal with as educators. The following are reflective of academic dishonesty and will be met with disciplinary measures by administrators and educators at Milk River Ridge School. This list is not comprehensive nor exhaustive, and other examples may indeed be deemed dishonest.

- Using any assistance from an outside source (ex. notes, student assistance, materials) to complete an assessment, assignment, or project in any way other than those specifically designated by the teacher
 - Looking at another student's test
 - Having a conversation during an assessment
 - Teachers cannot be expected to discern whether a conversation during an assessment is personal or academic in nature
 - Possessing a personal electronic device of any kind during an assessment
- Any effort to use dishonest actions or means in order to claim credit for work that is not the student's own
- Copying, in whole or in part, the verbatim text from any source without the proper citation, as outlined by the teacher (Plagiarism)
- The use of any application (e.g. Photomath) to complete assignments, projects, or assessments
- The use of any Artificial Intelligence tool, regardless of function or device accessed
- The use of papers used previously from former students, or similar papers used from other assignments

Investigation & Communication

The following description outlines the process for disciplinary action as it relates to verified academic dishonesty:

- I. The student is interviewed and notified of verification or suspicion of an act of AD. An investigation takes place, if AD is unverified, with the assistance of a MRRS administrator.
- II. Once AD is verified, a MRRS administrator is notified. Parents are contacted in order to provide the context of the infraction and to review the applicable policy.
- III. The administrator and teacher will work in conjunction in order to identify the appropriate disciplinary measures.
- IV. The event is documented in the school Behaviour Log, and in the AD Tracking System.

Disciplinary Action

For very minor or accidental infractions, it is within the purview of the teacher to handle any AD within the classroom environment through enforcement of policies within their syllabus. The guidance presented here should be regarded as the *minimum* parameters for dealing with academic dishonesty. The teacher will still report the infraction for documentation within the AD Tracking System in order to ensure that subsequent infractions are handled with the appropriate measures. The following is a continuum of progressive consequences for verified AD. Note that the offenses are cumulative over the course of the student's career at MRRS.

❖ 1st Offense

- Opportunity for credit recovery in the assessment, project, or assignment.
- The event is documented in the behaviour log

❖ 2nd Offense

- Opportunity for credit recovery in the assessment, project, or assignment.
- Teacher and Administrator review the student's behavior to determine additional consequences:
 - Suspension from Extra-Curricular Activities
 - In-School or Out of School Suspension

❖ 3rd Offense

- A hearing is set with the parent, student, counselor, Administrator, and the teacher.
 - Removal from Activities for the remainder of the academic year
 - Suspension

- ❖ Students who are found to have participated in any form of academic dishonesty are not eligible for the Honor Roll

Offenses

- Lack of proper citation
- Talking or communicating with other students during an assessment
 - *Unverified*: This may be case specific; it would not be a minor offense if the teacher were to hear students communicating about the assessment
- Possessing, with the potential for use, an electronic device during an assessment
- Using an electronic device to solve equations or answer fact-based portions of an assignment during class time
 - Case by Case
- Using notes or study guides owned or completed by another student
- Glancing/looking at another student's work during classroom work time
- Blatant plagiarism of a significant portion of another individual's work; attempt to deceive through claiming another individual's work as the student's own
- Using an electronic device to communicate or find the answers to an assessment
- Discussion or student communication during an assessment that is verified to be about the assessment itself
- Obtaining the answers to an assignment, or the questions from an assessment etc. in any form, before the student has completed the assignment/assessment themselves
- Providing a paper, assessment, or assignment for another student to copy from

Note: The above list of offenses is by no means exhaustive. Educators and administrators reserve the right to designate instances of academic dishonesty as fitting into one category or another, based on the nature of the offense.

PARENT INFORMATION

A. PARENT/COMMUNITY INVOLVEMENT

Milk River Ridge School staff recognizes the significant role parents and the community play in the education of our children. Communication efforts include this School Handbook, calendars that go out at the beginning of each school year, weekly events, newsletters, our annual "Meet the Teacher Night", two formal student/parent/teacher interviews, monthly School Advisory Council Meetings and several special events throughout the year. As well, our involvement with various community businesses and agencies (through our Work Experience Program and various field trips and guest speakers) enhances the quality education that we offer our students here at MRRS.

B. SCHOOL VOLUNTEERS

The Board recognizes that volunteers can make valuable contributions to our schools. The Board endorses a volunteer program in Divisional schools. Volunteers can provide significant services to students by supplementing the work of paid professionals and support staff, but are not substitutes for paid staff. Typical assignments include supplemental instruction as determined by the classroom teacher, and supervision of student activities. The principal must approve volunteers before the volunteers are allowed to work in the school. All school volunteers are required to get a criminal record check, unless they are being paired with a teacher. School volunteers wishing to drive students for field trips and/or sporting events must submit a driver's abstract, proof of liability insurance, and driver's license to the Principal two weeks prior to departure. This will be collected in September and will be used for the year. Anyone whose license is suspended or who accumulates demerits needs to report this to the Principal and will not be allowed to volunteer to drive students until the minimum requirements are met.

C. SCHOOL VISITORS

The Board encourages parents to visit the school at any time during the year.

1. In accordance with the School Act, a parent shall make an appointment with the teacher or principal in advance of any visit to a classroom during instruction time. When possible, parents are encouraged to make an appointment for all visitations to the school.
2. If the teacher or principal feels that a visit is detrimental to the welfare of the student, the class, or the school, then the appointment may be refused.
3. In the event that an appointment is refused, an appeal may be made to the Superintendent.

D. USE OF SCHOOL FACILITIES AND EQUIPMENT

The Board supports the use of its school facilities and equipment by non-profit community organizations. Please contact the school for further information. All outside organizations, wanting to use school facilities, need their own liability insurance and must complete and submit a building rental form for approval.

E. PUBLIC COMPLAINTS

The Board expects complaints and grievances relating to instruction, discipline, supervision, policy, or learning materials to be handled and resolved as close to their origin as possible.

The proper channel for all concerns is:

- a) Teacher/Bus driver
- b) Admin
- c) Superintendent
- d) Board